

A man and a woman are working at a computer. The man is sitting at the desk, looking at the monitor, with his hand on his chin. The woman is standing behind him, pointing at the monitor. There are multiple computer monitors on the desk.

Microsoft® IT Academy

Innovating together
building a 21st century workforce

Microsoft

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Steps for IT Academy E-Learning

Instructions for Accessing Microsoft IT Academy E-Learning

Metro Hartford Information Services is happy to once again offer Microsoft online training to staff. The training is available anywhere you have an internet connection. Please make sure to get approval from your supervisor if the training is being done during working hours. The first time you log into your account, you will have access to 9 MS Office Classes including Basic, Intermediate, and Advanced classes for Word, Excel, and Powerpoint 2010.

If you have not created a Microsoft account (formerly Microsoft Live) with your **Hartford.gov** email address you will need to set one up to access MS IT Academy. It will become your permanent login.

Use the instructions that follow to guide you through the log in and setup process.

After Content Activation or if you have already activated this content, you can return to the Microsoft IT Academy E-Learning Central site at <https://itacademy.microsoftlearning.com/> and sign in.

Once your account is setup you may contact the Help Desk by calling (860) 757-9411 or by email at helpdesk@hartford.gov to request additional classes. Additional classes cannot be assigned until a user account is created by following the above directions.

Thank you!!

Steps for IT Academy E-Learning

Follow the steps below to get started with IT Academy E-Learning via Access Codes:

Begin Here IF:

You **HAVE NOT** created a Microsoft Account with your City assigned email.

- Go to <https://signup.live.com> and click **Sign up**
- Complete the fields to create your Live ID/Microsoft Account using your City of Hartford assigned email.
- Scroll to bottom of page and click **I Accept**
- Go back to your email account and verify your email

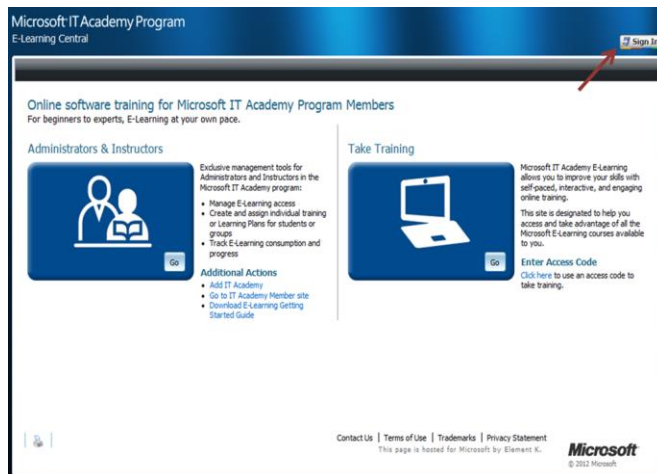
Begin Here IF:

You **ALREADY** have a Microsoft Account with your City assigned email.

Activate E-Learning Courses:

1. Go to student site <http://itacademy.microsofttelearning.com>
2. Sign in with your Microsoft Account (Windows Live ID) and password and click **Sign in** on right hand side of screen
 - You may be prompted to fill out Personal Information page during your first time sign in. In this case, complete the required fields and click **Continue**

Figure 1:



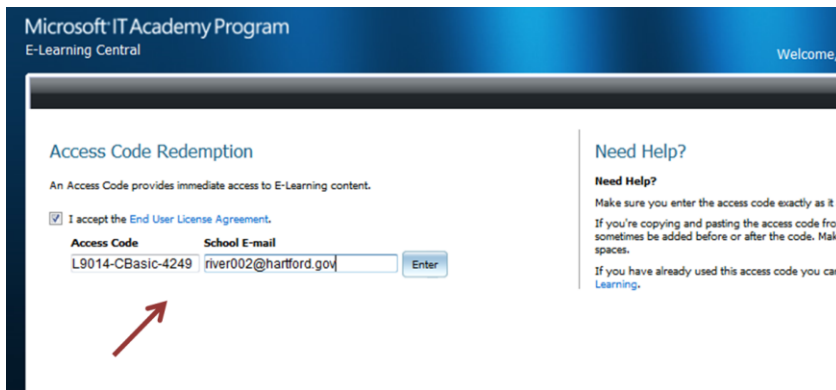
3. From the **Take Training** section on the right side, select the **Click here** link under **Enter Access Code**



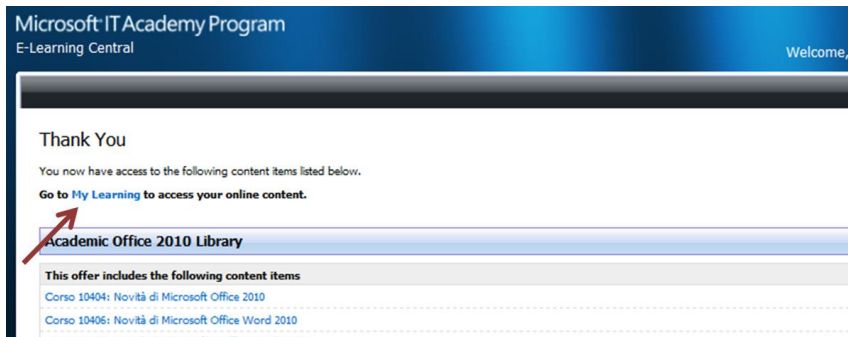
4. **Check the box** to accept End User License Agreement
5. Copy and paste the access code **L9014-CBasic-4249** into blank box.

Steps for IT Academy E-Learning

6. Enter your City of Hartford email in the School E-mail field and click **Enter**.



7. Access course materials and assessments from the My Learning topic in the left-navigation menu.



8. To access a course, click the hyperlinked name of the course



Subsequent Student E-Learning Sign-in

After the initial sign in has been completed, you can access directly by following these steps:

- Go to student site <http://itacademy.microsofttelearning.com> and Sign In
- Click the **Go** button under the **Take Training** section on the right of the home page (see Figure 1)
- Click **Continue** to sign in with your school email or Microsoft Account

Congratulations - you are ready to start IT Academy E-Learning!